



**It's real.**

**POSITION VACANCY ANNOUNCEMENT  
City of Seguin  
"An Equal Employment Opportunity Employer"**

**ADMINISTRATIVE TECHNICIAN – CVB/MAIN STREET #1454  
08/22/16**

**Performs general clerical duties in support of the Convention and Visitor's Bureau (CVB) and Main Street Program including preparation of correspondence, recordkeeping; ordering supplies, keeping inventory of supplies, etc. and operation of small retail center within the CVB. Exercises some judgment regarding procedures and processes. Position requires H.S. Diploma or G.E.D. plus three years of increasingly responsible clerical experience, including at least one year of experience specifically related to hospitality and/or tourism; have experience with Microsoft Word, Excel, Powerpoint and Publisher. Must be able to use a personal computer, have good oral and written communications skills, have ability to interact well with the general public and be knowledgeable of office practices and the use of common office equipment. Must successfully complete pre-employment drug screen. Starting salary is \$13.94/hour. Applications accepted at City of Seguin, 205 N. River, Seguin, Texas 78155, 830-401-2473. Position open until filled. [www.seguintexas.gov](http://www.seguintexas.gov) EOE/AA**